

JOB POSTING

**Connecticut Mental Health Center
JOB OPPORTUNITIES
SUMMER WORKER-HUMAN RESOURCES**

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: 34 Park Street, New Haven, CT 06519

Program/Unit: Human Resources

Job Posting No: CM-107670

Shift/Schedule/Hours: 8:00 a.m. – 4:30 p.m.; Monday thru Friday

Salary: \$10.10 - \$11.00 hourly (Depending on previous Summer Worker experience and/or number of college credits).

Posting Date: May 14, 2014

Closing Date: May 28, 2014

Duties may include but not limited to: Physically move files, box and inventory old record; inspect files and perform record keeping; filing (from small folders to large boxes); utilization off office equipment including scanning, faxing and copying; utilization of office equipment, i.e. scanning, copying, faxing, etc.; perform minor maintenance on tools and equipment used in daily work; may move furniture, etc.

Requirements: Applicants must have the ability to life and move files; ability to file; ability to file and inventory items; ability to learn records retention; ability to work with confidential records and maintain confidentiality. Applicants must have adequate physical strength and stamina to perform duties.

Working Conditions: Incumbents may be required to do light lifting.

Application Instructions:

Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** on the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**PLEASE SEND APPLICATIONS TO:
DMHAS – Connecticut Mental Health Center
Donna Zwilling, Human Resources Assistant, Fax: (203) 974-7637
34 Park Street, New Haven, CT 06519
Email: Donna.Zwilling@ct.gov**

The State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.